



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

KENNEL ATTENDANT

Posting Number

PN# 104263

Department

Health & Human Services Department

Division

Environmental

Section

Bureau of Animal Regulation and Care

Reporting Location

2700 Evella

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*
(Shift Work/Weekends/OT Required) *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides care for kennel animals and maintains facilities in a clean and orderly fashion.

CORE FUNCTIONS

- Cleans and sanitizes animal holding areas (i.e. pens, kennels and feed containers).
- Prepares food and feeds animals in assigned pens.
- Removes and prepares dead animals for disposal.
- Reports any abnormalities in behavior or sick/injured animals in the Veterinarian Technician.
- Unloads trucks and places animals in assigned pens. Assists in preparing animals for laboratory examination.

WORKING CONDITIONS

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract, and follow oral and basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. Must undergo a rabies immunization series immediately upon employment.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Shift work included and overtime required.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 08
\$800 - \$882 Biweekly \$20,800 - \$22,932 Annually

OPENING DATE

April 27, 2005

CLOSING DATE

May 3, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer